

## OFFICE OF THE PUBLIC SERVICE COMMISSION

***The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.***

**APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, for attention Mr M Mabuza or you can email your application to [recruitment@opsc.gov.za](mailto:recruitment@opsc.gov.za).

**CLOSING DATE** : 7 February 2020, 15h45.

**NOTES** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to a Practical Test to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**POST** : **CHIEF DIRECTOR: PEOPLE MANAGEMENT PRACTICES**  
**REF NO: CD/PMP/01/2020**

**SALARY** : All-inclusive remuneration package of R1 251 183 per annum. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

**CENTRE** : **HEAD OFFICE, PRETORIA**

**REQUIREMENTS** : The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have

- An appropriate recognised Bachelor's Degree (NQF level 7) in Public Management/Public Administration/Human Resource Management/ related qualification in the field of Social Sciences
- A postgraduate qualification in the above mentioned fields will serve as an advantage
- 5 years' experience at the senior management level Human Resource Management, Corporate Services or related field
- Extensive knowledge and understanding of the dynamics of the Public Service, Government systems and operations
- Good understanding of the PFMA
- Good understanding of the Public Service Regulatory Framework
- Extensive experience in a senior management role
- Ability to work in cross-functional projects/teams
- Excellent coordination and project management skills
- Good understanding of Government policies and initiatives and the role of information in Government decision-making process
- Demonstrated strategic, operational and project management ability and experience
- Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195
- An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs
- Experience in leading and managing transformation, change and diversity
- Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management.
- Exceptional written, communication skills and report writing skills
- Generic management competencies, including strategic capability and leadership, programme and project management, people management and

empowerment and financial management • Analytical thinking, problem solving and conflict resolution skills • Well-developed research skills • Negotiation and interpersonal skills • Solid experience in the Microsoft Office Suite • A Valid driver's license (with exception of disabled applicants).

**DUTIES**

: Key Performance Areas: • Manage the Overall Strategic People Management in the PSC • Oversee the development implementation and review of People Policies • Oversee Workforce Planning • Oversee People Analytics • Oversee Organisational Design • Oversee Employment Relations Practices • Oversee the administration of Service Benefits • Oversee the effective and efficient implementation of an integrated Talent Acquisition strategy • Oversee People Training and Development • Oversee the implementation of Performance Management and Recognition System • Oversee the Management of People Information • Oversee the management of budgets and resources of the Chief Directorate • Ensure the communication of PSC programmes and the effective management of stakeholder and partner relations to increase awareness of the image and profile of the PSC and its programmes • Provide overall strategic management and leadership in respect of Auxiliary Services and Communication and Information Services functions to develop and implement a people strategy and implementation plan • Facilitate the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the PSC • Maintain and develop relationships with organised labour and other key role-players • Ensure a workforce that is equitably represented at all levels and to ensure compliance with the Employment Equity Act • Facilitate processes for ensuring that the PSC has adequate human resource capacity • Promote employee health and wellness in the department • Ensure a conducive and safe work environment including security management services, occupational health and safety and other key auxiliary services (i.e. central registry services, government transport, building maintenance office cleaning services).

**ENQUIRIES**

**TEL**

: Ms Adeline Tsienyane  
: (012) 352 1074